

Watford City



North Dakota

**City of Watford City**

213 2<sup>nd</sup> St., NE

PO Box 494

Watford City, ND 58854

Ph. 701- 444- 2533

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[cityofwatfordcity.com](http://cityofwatfordcity.com)

Name:				Date Submitted:			
Address:			City:		State:	ZIP Code:	
TRAVEL TIME	Date of Departure from Home	Time of Departure from Home		Date of Return to Home		Time of Return to Home	

	IN NORTH DAKOTA				OUTSIDE NORTH DAKOTA					TOTALS
	Breakfast \$7.00	Lunch \$10.50	Dinner \$17.50	SUB-TOTAL	Breakfast 20%	Lunch 30%	Dinner 50%	SUB-TOTAL		
MEALS										
Number of Meals										
No. X Rate = Cost									Meals	\$
LODGING	<i>ACTUAL COST UP TO \$86.40/DAY PLUS STATE AND LOCAL TAXES</i>				<i>ACTUAL COST/DAY</i>					\$
	Rate	X	Days =		Rate	X	Days =		Lodging *	
MILEAGE	Miles	@ \$.585 =			Miles	@ \$.585 =			Mileage	\$
<small>*Percentage of GSA Rate. Continental U.S. = Applicable GSA Rate. Canada, Alaska, Hawaii = Applicable rate for federal employees. All other International Travel = Applicable rate for federal employees.</small>									Commercial Transportation *	\$
									Taxi Fare *	\$
									Other *	\$
									<b>TOTAL CLAIM</b>	\$

\*Attach Receipts

Were meals included in registration fee? <input type="checkbox"/> No <input type="checkbox"/> Yes-Which?	Number of Breakfasts	Number of Lunches	Number of Dinners
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**Explanation of Travel and Other Costs**

Signature	Phone Number
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**ATTACH COPY OF TRAINING INFORMATION**

Agency Approval (Authorized Signature)	Date
Department Code	ACH or PAPER CHECK